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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

July 14, 2010

TO: Michele Fagan Ed. D., Superintendent, Washington South Supervisory Union  
Carol Curtis, Principal, Northfield Elementary School

FROM: Rae Ann Knopf, Deputy Commissioner, Transformation & Innovation

SUBJECT: FY 2011 School Improvement Grant Award Notification

**Grant Notification**

Congratulations! We have reviewed your School Improvement Grant Application and it has been fully approved. You will receive a formal grant document requiring the signature of the superintendent. In the interim, you are eligible to begin executing your planned School Improvement activities and expending funds as of July 1, 2010 in accordance with your approved plan.

You will receive notification of the fiscal award in the amount of \$497,200.00 for Northfield Elementary School. The Grant Award Document and your approved budget will provide information for the exact amount each year.

This amount is based on anticipated Federal funding.

**Expectations**

Please review the attached *Overview of Vermont SIG (School Improvement Grant) Award, Reporting, and Review Process*.

**SDE 1.1 Process**

Following receipt of the formal grant document, please use the customary SDE 1.1 process to report quarterly expenditures and to draw down funding against the grant award.

**Amendment Process**

A written request in advance for approval of budget amendments will need to be submitted. When these amendments are minor (i.e. less than 10% of the award for this Fiscal Year and the amendment does not change the approved focus of the grant), a notification of the amendment via email to Jane Murtagh is the only requirement.

When cumulative amendments exceed 10% over the course of the grant period, we will need to review and pre-approve these changes. Requests for such amendments must include:

- An amended grant budget for any affected area
- A narrative explaining why changes became necessary and the impact of budget changes on planned strategies/activities

We anticipate an amendment deadline at some point in early April 2011. Please plan accordingly in order to close out your grant by June 30, 2011. Please send budget amendment requests electronically to Jane Murtagh at [jane.murtagh@state.vt.us](mailto:jane.murtagh@state.vt.us).

### **Questions/Additional Information**

If you have any questions regarding use of funds, processes, amendments, please contact your School Support coordinator.

We look forward to a successful year with your School Improvement initiatives.

C: Karin Edwards, Director, PreK through Grade 8 Division, Integrated Support for Learning, DOE  
John Fischer, Director, Secondary and Adult Division, Integrated Support for Learning